



WE ARE HIRING!

ICLEI is a global network of over 2500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking and global representation opportunities, as well as cutting-edge solutions to its member and network cities and regions and their communities.

ICLEI's African Head Office, which serves ICLEI's network cities from across Africa, is based in Cape Town (www.africa.iclei.org).

The ICLEI Africa team: Our work is conducted by a dynamic and passionate team of well qualified and highly skilled professionals that work with cities and regions to ensure a more sustainable future. As an office that deeply cares for the constituency it works with, the team adheres to a strong set of values. There is a culture and ethos of openness and sharing, where staff are always willing to support each other where they can. There is a diversity of skills and experiences in our team of well over 60 staff that spans from those that work internationally at the highest of advocacy, diplomatic and technical levels, carrying Masters and Doctorate degrees, to those that are experienced practitioners in the fields of urban planning, economics, sustainability, social & environmental science and engineering. Given the number of languages spoken across the African continent and globally, ICLEI Africa has many bilingual and multilingual staff, and also supports staff development in adding more languages and sustainability skills to their repertoire.

ICLEI Africa has the pleasure to invite leading and suitably qualified individuals to apply for the positions below, to join our African and global teams of dynamic sustainability professionals.

All applicants for the below position must be aware that this is a full-time position, with a preference for officers to be based in Cape Town.

Candidates should also have a fully Internet-connected, functional, dedicated workspace at home for times when they may be required to work remotely (a company laptop will be provided).

Please forward all of the following:

- covering/motivating letter
- comprehensive CV
- copy of SA identity document, Visa documents to work in South Africa, OR in the case of non-South African applicants, a passport or equivalent identification papers
- available starting date





- three contactable references

to iclei-africa@iclei.org by **17h00 (GMT+2) on Sunday, 15 December 2024**. Note that all these documents will be treated strictly confidential and only be used internally in ICLEI for this recruitment process.

Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for. See below.

No late or incomplete applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience and the current salary scales of ICLEI Africa.

Good team fit within the ICLEI team will be a significant consideration for all posts.

Applicants who have not been contacted within 90 working days after the closing date of this advertisement should regard their applications as unsuccessful. ICLEI Africa reserves the right not to appoint an individual in relation to this job advert.

ICLEI Africa reserves the right not to appoint for any of the below roles.



Professional Officer: Urban Food Systems

(24-month fixed term contract position, with the potential of renewal. The position is based in Cape Town)

REF – PO: AFL Project Manager

ICLEI Africa's Food Systems portfolio works across multiple themes, including food access, food security, food safety, multi-level governance, value chain & life-cycle perspectives, sustainable procurement, entrepreneurship support and food sensitive urban planning.

ICLEI Africa is looking to hire Project Manager to support in the continued delivery of the [AfriFOODlinks](#) project and support the consortium to deliver on its stated impacts.

AfriFOODlinks is the first ever EU Horizon funded project to be led by an African organisation and we are passionate about ensuring its success opens a pathway for increased African leadership of EU funded development initiatives on the continent.

The successful candidate may also provide light operational support to other projects within our food portfolio.

The ideal candidate will be highly organised with diverse administrative capabilities, strong interpersonal skills and interest in working across a diverse partner network. The successful candidate *should* have a passion for sustainability and have some general understanding of the food system and the local government arena. However they *must* have a strong track in project management, project reporting, and partner network management.

We are looking for experience and interest in the following areas:

- Project Management
 - Managing donor funded development projects in Africa (US\$3m+)
 - Experience coordinating project audit reporting to funders both technically and financially (in collaboration with dedicated finance officer). Specific experience reporting into EU systems is an asset.
 - Proven ability to track project delivery relative to expenditure across partner and sub-contractor networks.
 - Partner liaison, relationship management and interpersonal skills in order to ensure strong delivery and accountability while maintaining good relationship and developing lasting partner relationships beyond the project lifespan.
- Candidates should be detail-driven and have an passion for establishing systems and processes that enhance team productivity and simplify workflow.
 - Experience developing and maintaining effective project dashboards would be an assets.
- Interest and/or experience in food systems topics would be considered an asset.
- Experience in MEL would be an asset.



- Fluency in French and/or Arabic, in addition to English proficiency, will be considered as a strong additional asset.

Requirements:

- At least 7 years' experience in project management and implementation in the development sector, at least 3 of which should be on projects over US\$3m.
- At least 3 years proven experience leading the project management of large multi-partner consortiums
- Ability to lead and support planning and implementation of projects and events with proven experience of working in, multi-disciplinary project teams;
- Experience managing EU Horizon (or similar projects) including project audit and reporting processes.
- Fair theoretical understanding of urban food system and/or development theory

Further Requirements:

- Problem-solving and analytical skills, well-organised, attention to detail and quality, and a structured and pro-active working style;
- Sensitivity to, and understanding of, Global South / developing contexts, as well as knowledge of African and global geo-political contexts;
- Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a dynamic and creative environment
- Ability to be flexible about work responsibilities and thrive under pressure;
- Excellent written, presentation and verbal communication skills;
- Proficiency in another global language, especially Arabic, French, Swahili or Portuguese will be a strong added advantage.

Position is based in Cape Town, with the expectation of some international travel.

ICLEI Africa operates on flexible working policy with home/remote working options available in combination with in-office days.